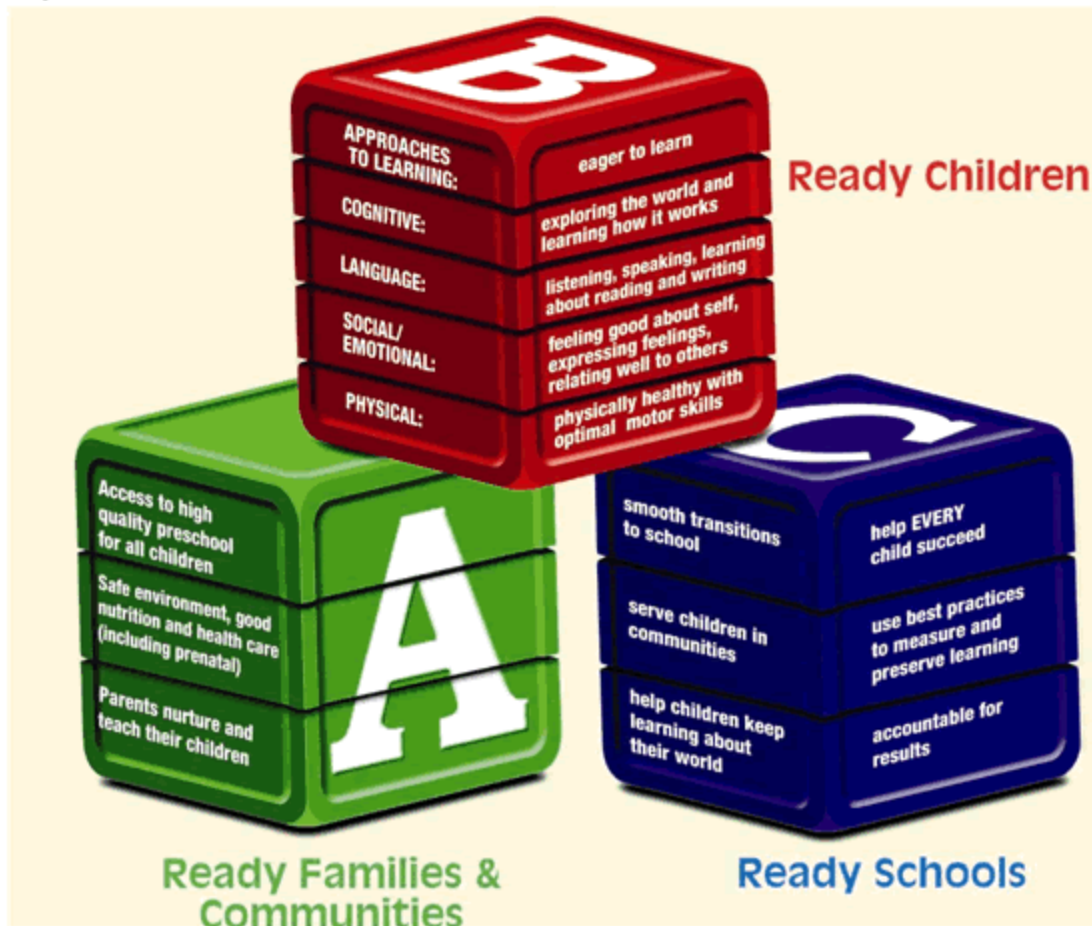


School Readiness Programs Request for Funding (RFF)

March 2002

Building Blocks for School Readiness

Adapted from the National Education Goals Panel



California Children and Families Commission
501 J Street, Ste 530, Sacramento, CA 95814
(916) 323-0056
www.ccfc.ca.gov

California Children and Families Commission (CCFC)
School Readiness Programs
Request for Funding (RFF)

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(SCHOOL READINESS PROGRAM REQUEST FOR FUNDING)**

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School Readiness Program Application

March 2002

A. INSTRUCTIONS FOR COMPLETING AN APPLICATION

1. DUE DATE

School Readiness applications need to be received by CCFC by **May 15, 2002**, **September 15, 2002**, **December 15, 2002**, **March 15, 2003**, and **June 15, 2003**.

2. GENERAL INSTRUCTIONS

A County Commission may submit one consolidated Application for each round of applications with complete applications including budgets for: **a) each School Readiness Program in the county, and/or b) a district or countywide system with unique school/community descriptors for each participating school (questions 1b and c and 2c in the 'Narrative Description' section)** that deliver the 5 'Essential and Coordinated Elements' for children 0-5 and that meet fiscal and quality requirements. More detailed instructions are available in the "Guidance and Tools" document that accompanies this application package.

3. APPLICATION CHECKLIST

The following items are required for each School Readiness Program application:

- ✓ Cover sheet (*Form 1a*) with the total funding request, agreement to participate in School Readiness evaluation and mentoring/teaching responsibilities as described in the 'Guidance and Tools' document accompanying this application, certification that Prop. 10 funds will supplement and not supplant state and local General Fund money, and certification that the local cash match described in the application will be provided. (*County Commission Chair signature required*)
- ✓ Identification of participating schools (*Form 1b*).
- ✓ Commitment of participating schools/school districts as evidenced by a Memorandum of Understanding (MOU), signature by the principal and/or superintendent, a letter of support from an appropriate school official, or other method (if another method is used, please describe the method in the application).
- ✓ Identification of collaborative partners (*Form 2*).
- ✓ School Readiness Program Narrative Description and Budget Narrative with detailed description of expenditures (*Form 3*). A sample workplan with timeline is included.
- ✓ School Readiness Program Budget (*revised*) – Provide all three budget forms for each School Readiness Program.
Form 4A: State and County Match & Estimated Number Served
Form 4B: CCFC Funds used by 5 'Essential and Coordinated Elements'
Form 4C: Program Budget Detail - CCFC Funds
- ✓ School Readiness Program Profile (*Form 5*) for CCFC use in preparing a statewide directory of School Readiness Programs.
- ✓ School Readiness Technical Assistance Survey (*Form 6- optional*) for CCFC use in developing and providing technical assistance.

4. ATTACHMENTS

You may wish to include attachments that support the narrative such as letters of support and MOUs. Please identify each attachment by an appropriate title (e.g., "Parent Letter") in the upper right-hand corner. A table of contents is helpful to reviewers.

5. APPLICATION PREPARATION AND SUBMISSION

Provide the original and 5 additional complete copies of each application (*please note that each review team will need to review complete copies that include both County Commission and program information*) and a disk transmitting the County Commission application in Microsoft Word format. Please reproduce copies on white paper; provide sequential page numbers, and a table of contents for the entire application.

6. APPLICATION SHOULD BE DELIVERED OR MAILED TO

California Children and Families Commission
501 J Street, Ste. 530
Sacramento, CA 95814
Attention: Roberta Peck

School Readiness Program Application for Funding

Return to:
 CA Children and Families Commission
 501 J St., Ste. 530
 Sacramento, CA 95814
 ATTN: Roberta Peck

Due :
May 15, 2002
September 15, 2002
December 15, 2002
March 15, 2003
June 15, 2003

Part I: Application Information

		Amount of CCFC Matching Funds Requested for First Year		Total Amount of State CCFC Matching Funds Requested:
For State CCFC Use		\$		\$

Name of County Commission:

Executive Director:		Contact Person:	
Address:		Address:	
City:	Zip Code:	City:	Zip Code:
Phone:	FAX:	Phone:	FAX:

Part II: County Commission Signature (Signature needs to be original.)

Agreements and Certifications:

The County Commission agrees to collect and report additional information and data that will be necessary for the evaluation of, and ongoing reporting on, the School Readiness Programs.

The County Commission agrees to provide resources to support the mentoring/teaching responsibilities of each School Readiness Program as described in the Guidelines for Completing a School Readiness Program Application.

I certify that all CCFC and County Commission Prop. 10 funds will be used only to supplement existing levels of service and not to fund existing levels of service. No moneys shall be used to supplant state or local General Fund money for any purpose, pursuant to Revenue and Taxation Code section 30131.4. The State Commission issued an Advisory Opinion (November 15, 2001) defining "supplantation and supplementation" that is available at the CCFC website (www.ccfc.ca.gov).

I certify that the local, required cash match will be provided as described in this Application.

 County Commission Chair's Name

 County Commission Chair's Signature

[illegible]

* I/USP (Immediate Intervention/Underperforming Schools Program) designates involvement in California's education improvement program; CSRD (Comprehensive School Reform Demonstration) designates involvement in the federal education improvement program; IASA (Improving America's Schools Act) schoolwide projects refers to Title I schools that develop a schoolwide plan for education improvement rather than focusing services on individually identified students.

COLLABORATIVE PARTNERS
School Readiness Program Application

Name/Title	Signature (Optional)	Agency and Address	Phone/Email

Narrative Description of School Readiness Program

A “description” that addresses the questions listed in this section is needed for: **a) each School Readiness Program in the county application, and/or b) a district or countywide system with unique school/community descriptors for each participating school (questions 1.b. and c. and 2.c. below)** that deliver the 5 ‘Essential and Coordinated Elements’ and that meet fiscal and quality requirements. Each participating County Commission may submit one combined application that includes program narratives and budgets for the proposed School Readiness Programs. *Consult the “Guidelines and Tools for Completing a School Readiness Program Application” for full instructions on how to prepare your program narrative.*

1. PROGRAM DESCRIPTION

- a. *Provide an overview of the School Readiness Program, including communities to be served and the process used by the County Commission to develop, review, and select this School Readiness Program.*

- b. *What are the strengths and needs of the families and communities served by the targeted schools?*

- c. *What results are expected for children and families?*

2. SERVICES AND PARTNERS

- a. *What strategies and partners are currently in place that address the 5 “Essential and Coordinated Elements”?*

- b. *What new strategies and partners will be implemented to further address or expand/enhance the 5 “Essential and Coordinated Elements”?*

- c. *What are the specific roles and commitments provided by the participating schools?*

- d. *How will coordination/integration of current and new services and resources for this School Readiness Program be addressed and supported?*

3. OPERATIONS

- a. *How has/will collaborative planning and decision making be accomplished?*

- b. *How does your staffing and professional development support the results and strategies for the 5 “Essential and Coordinated Elements” for the children and families to be served?*

- c. *Provide an explanation for your proposed budget. Explain how your budget represents appropriate costs and a cost-effective use of funds for children birth to 5 and their families; reflects both current and new local resources; and shows the integration of County Commission, education, and other partnership funding.*

Sample Work Plan for School Readiness Matching Funds Application

SR Element	Partners			Implementation Timeframe			
'Result Area' from Community Assessment	e.g., Community, Parents/Caregivers, Children/Youth/Peers, School (Classroom & Comprehensive School Health Systems), Group Support, Community Based Organizations, Service Agencies, Businesses, Other.			Year 1	Year 2	Year 3	Year 4
<u>School Readiness Element</u>	<u>Partner:</u>	<u>Partner:</u>	<u>Partner:</u>				
	<u>Strategies:</u>	<u>Strategies:</u>	<u>Strategies:</u>				
<u>Result Area:</u>	<u>Resources:</u>	<u>Resources:</u>	<u>Resources:</u>				

**School Readiness Estimated Program Budget
CCFC & County Match and Estimated # Served**

The dollar amounts should reflect the funds being received from the CCFC and those leveraged by the County Commission.

Applicant County:

Name of School Readiness Program:

“Match” Funding Organization	FY _____	FY _____	FY _____	FY _____	FY _____	Total
A. County Commission						
B. Funding Partners:						
Total Local Funding for Match						
C. CCFC Funding						
Additional Funding Contributed						
D. Funding Partners:						
Total School Readiness Funding (A+B+C+D)						

For Fiscal Year (FY) 2002-03 and beyond, the local match requirement is 1:1 (\$1.00 local match for every \$1.00 of State CCFC funds).

Estimated Number (#) of Children and Families to be Served

	FY _____	FY _____	FY _____	FY _____	FY _____	Total
Estimated # of children to be served						
A. New children served						
B. Children served by enhanced services						
C. Total children served (A+B)						
Estimated investment per child served (Total Funding divided by estimated # of children served)*						
Estimated # of children with disabilities and other special needs to be served (duplicated count of ‘C’ above)						
Estimated # of families to be served						

* Please explain the cost per child:

School Readiness Estimated Program Budget STATE CCFC FUNDS

Applicant County: _____
Control # (State CCFC use): _____

Name of School Readiness Program: _____

Description		Fiscal Year _____	Fiscal Year _____	Fiscal Year _____	Fiscal Year _____	Fiscal Year _____
	* Early Care and Education					
	* Parenting/Family Support Services					
	* Health and Social Services					
	* Schools' Readiness for Children					
	* School Readiness Program Infrastructure and Administration					
TOTALS						

Applicant County: _____

School Readiness Program: _____

	CCFC FUNDS - Amount Budgeted					
ITEM (describe))	Fiscal Year ____	Fiscal Year ____	Fiscal Year ____	Fiscal Year ____	Fiscal Year ____	Totals
PROGRAM EXPENSES SUBTOTAL						
ADMINISTRATIVE EXPENSES SUBTOTAL						
EQUIPMENT & FIXED ASSETS SUBTOTAL						
ANNUAL TOTALS						

PROGRAM TOTAL

SCHOOL READINESS PROGRAM DIRECTORY INFORMATION (SCHOOL READINESS PROGRAM PROFILE)

Briefly summarize the major elements of each School Readiness Program. Your summary will provide an overview for reviewers and be included in the School Readiness Programs Directory.

County Commission: Executive Director: Address: Phone: FAX: E-Mail:	School Readiness Program: Contact: Title: Address: Phone: FAX: E-Mail:
--	---

School District/School	Enrollment	Grades

School District/School	Enrollment	Grades

To list additional schools, please use an additional sheet.

Community Characteristics	
Services and Programs (List one 'new' strategy or service in the 5 Essential and Coordinated Elements)	
Collaborative Partners	

**School Readiness Programs Request for Funding (RFF)
Technical Assistance Survey**

County:	Contact:
Agency Name:	Telephone:

Please compile the technical assistance needs/strengths of each School Readiness Program in your County Commission's application and present combined information for the County, or indicate if the information provided is for a specific School Readiness Program.

What questions do your County Commission or collaborative partners have about the School Readiness Programs?

What assistance do you need?

What assistance can you provide to others?

Please include in your application or FAX to:
California Children and Families Commission
(916) 323-0069 Attn: Roberta Peck